



# REQUEST FOR QUOTATION

## Solicitation #2023-047

QUOTATION: [Town of Drumheller Flower Program 2023 & 2024]

DATE: [January 25, 2023]

INITIATOR: [Kevin Blanchett, Operations Manager]

### DATE QUOTATION REQUIRED:

YEAR: [2023] MONTH: [February] DAY: [14] TIME: 2:00 PM Local Time

Submit Quotation via email to: [purchasing@drumheller.ca](mailto:purchasing@drumheller.ca)

with the subject line: "RFQ - [#2023-047 Flower Program 2023 & 2024"]

**Note:** All submissions must be in PDF format and not exceed 100MB in size. Zip files will not be accepted.

This Request for Quotation document is comprised of:

1. RFQ General Instructions
2. Schedule A – Evaluation Criteria
3. Schedule B – Technical Specifications & Pricing

If you do not have all of these components the RFQ package is incomplete - please contact the Initiator.

Your firm is invited to submit a Quotation, pursuant to the general conditions for the scope of work as described. This Quotation shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

**SECTION #1 - SCOPE OF WORK:**

The Town of Drumheller invites Quotations for the supply and maintenance of the Town of Drumheller’s freestanding planters and hanging baskets for the Flower Program 2023 and 2024. Proponents shall ensure that all planters and hanging baskets are completed and delivered on June 1, 2023 and on June 1, 2024. All quoted prices shall include freight and delivery to the Town of Drumheller's Public Works building or other destination point as specified by the Town and the successful Proponent. Please refer to Schedule B - Technical Specifications & Pricing for full information. The supplier is required to complete all necessary sections of this Request for Quotation.

| Key Project Dates      |   |
|------------------------|---|
| RFQ posting date       | January 25, 2023                        |
| Deadline for Inquiries | February 7, 2023 at 4:30 pm local time  |
| RFQ closing date       | February 14, 2023 at 2:00 pm local time |

**Inquiries:**

All inquiries regarding this RFQ must be sent by the deadline noted in the table above via email to [purchasing@drumheller.ca](mailto:purchasing@drumheller.ca).

**SECTION #2 - QUOTATION AMOUNT & DELIVERY TIMELINE:**

Proponent to complete information below.

All Quotations must be in Canadian Funds, **excluding GST**.

1. Total Cost of Flowers, Planting and Supplies for 2023 and 2024:

\$ \_\_\_\_\_

2. Delivery Timeline

Please indicate your proposed start date for the full supply and installation:

\_\_\_\_\_ 2023

\_\_\_\_\_ 2024

Quotation submission price shall be in effect for \_\_\_\_\_ days from the date of acceptance by the Town of Drumheller.

### **SECTION #3 - SUBMISSION REQUIREMENTS:**

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Quotation;
2. All issued Addenda;
3. Town of Drumheller Business Licence – to be obtained within three (3) business days upon award of project.

### **SECTION #4 - INELIGIBILITY:**

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

1. Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
2. Submissions that do not include the items listed in Section #3 Submission Requirements, and;
3. Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

### **SECTION #5 - EVALUATION CRITERIA:**

The lowest, or any evaluated Quotation, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Quotations or to accept the Quotation evaluated to be in the best interest of the Town of Drumheller.

The Town's evaluator shall score each submission on the basis stated in Schedule A - Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A - Evaluation Criteria. By submitting a Quotation, you acknowledge and agree to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

**By submitting a Quotation, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Quotation meets all requirements of the Town.**

**SECTION #6 INTENT:**

The undersigned contractor hereby provides a Quotation to supply the goods and services as described herein in its entirety for the cost as described in Section 2.

**COMPANY:** \_\_\_\_\_

Print name of authorized personnel: \_\_\_\_\_

Signature: \_\_\_\_\_ Corporate Seal: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**TOWN OF DRUMHELLER:**

Print name of authorized personnel: [ \_\_\_\_\_ ]

Signature: [ \_\_\_\_\_ ]

DATE: YEAR [ 2023 ] MONTH [ \_\_\_\_\_ ] DAY [ \_\_\_\_\_ ]

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

## SCHEDULE A – EVALUATION CRITERIA

### Section A.1 – Evaluation Criteria Breakdown:

|                               |      |
|-------------------------------|------|
| EVALUATION BASED ON:          | 100% |
| Cost                          | 80%  |
| Meets Required Specifications | 10%  |
| Delivery Timeline             | 10%  |

### Section A.2 – Evaluation Criteria Definitions:

#### **Cost: 80%**

Full scoring for cost shall be given to the lowest Total Project Cost value submission. A score of zero (0) shall be given to the highest Total Project Cost value submission. All other submissions shall be awarded a pro-rated value between these two amounts.

#### **Specifications: 10%**

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the performance and technical requirements.

#### **Delivery Timeline: 10%**

Full scoring will be given for the earliest supply and installation start date. A score of zero (0) shall be given to the longest supply and installation date. All other submissions shall be awarded a pro-rated value between these two amounts.

## **SCHEDULE B – TECHNICAL SPECIFICATIONS & PRICING**

### **1. GENERAL**

The Town of Drumheller requires bedding out plants and hanging baskets for Summer 2023 - 2024 in the varieties, sizes and quantities specified in the section below. Any specification and listed varieties must be approved in advance by the Operations Manager.

Any changes to the specifications shall be posted via addenda on the Town of Drumheller website at <https://www.drumheller.ca/do-business/tenders>.

Once the planters have been prepared, Town staff will relocate the planters from the Public Works yard to the new location.

All required planters are located within a 1.5 km radius of Town Hall, located at 224 Centre Street, Drumheller Alberta. A map of the planter locations will be provided to the successful Proponent.

Delivery shall be made to the Town of Drumheller's Public Works, located at 702 Premier Way on June 1, 2023 and June 1, 2024.

### **2. SPECIFICATIONS:**

All plant material shall be well rooted, hardened and free of pests and disease.

Supplier shall supply twelve (12) hanging baskets. Hanging baskets are to be 18" in diameter. The baskets are to be planted early enough so that the plants are mature and in full bloom upon delivery.

The Town of Drumheller reserves the right to reject any plant material supplied that is not of suitable, size, and or maturity for bedding out as determined solely by the Operations Manager. If substitutions are necessary and the substitutions are acceptable to the Operations Manager, the Town of Drumheller will pay no more than the original product RFQ price or the cost of substitution, whichever is less.

The Town of Drumheller reserves the right to alter the varieties, sizes and quantities of plants required prior to entering into a bedding out plant supply agreement.

#### **A - Forty- Five (45) Concrete Round Planters (33" Diameter x 30"H)**

1. Bidder shall supply four (4) varieties of plants; minimum two (2) of each variety and one (1) - 24" Spike per planter so the planter is full and brimming when in full bloom.
2. Bidder shall provide professionally amended soil in all planters.

**B - Fifteen (15) Concrete Barrier Planters (24" x 72" x 32"H)**

1. Bidder shall supply and plant four (4) varieties of plants; minimum four (4) of each variety and two (2) - 24" Spike per box so the planter is full and brimming when in full bloom.
2. Bidder shall provide professionally amended soil in all planters.

**C - Thirty-Four (34) Self-Watering Square Planters (36" x 36" x 30"H)**

1. Bidder shall supply and plant four (4) varieties of plants; minimum two (2) of each variety and one (1) 24" Spike per box, so the planter is full and brimming when in full bloom.
2. Bidder shall provide professionally amended soil in all planters.

**D - Fourteen (14) Self-Watering Rectangle Planters (54" x 26" x 21"H)**

1. Bidder shall supply and plant four (4) varieties of plants; minimum two (2) of each variety and one (1) - 24" Spike per box so the planter is full and brimming when in full bloom.
2. Bidder shall provide professionally amended soil in all planters.

**E - Miners Memorial Park - 2 Horseshoe Shaped Concrete Planters**

1. Bidder shall supply and plant three (3) varieties of plants; minimum six (6) of each variety and eight (8) - 12" Spike so the planter is full and brimming when in full bloom.
2. Bidder shall provide professionally amended soil in all planters.

**F - Nine (9) Planters 15" x 15" X 32 H - Badlands Community Facility**

1. Bidder shall supply and plant four (4) varieties of plants; minimum two (2) of each variety and one (1) - 12" Spike per box so the planter is full and brimming when in full bloom.
2. Bidder shall provide professionally amended soil in all planters.

**G - Twelve (12) 18" Diameter Hanging Baskets**

1. Three (3) varieties of baskets with same inside dimensions - 18" in diameter.
2. Bidder shall supply and plant three (3) varieties of plants, with a varied number of each so basket is overflowing in full bloom.

## Town of Drumheller Flower Program 2023 & 2024



### A - Designer Urn Planter - Concrete 33 "Dia. X 30" High

| Name of Plant                                     | State Variety                 | Plants per Pot | # of Concrete planters | Total # of plants (# of plants per barrel x # of planters) | Unit Price        | Total |
|---|-------------------------------|----------------|------------------------|--|-------------------|-------|
| Lantana   | Pink/Yellow                   | 2              | 45                     | 90   |                   |       |
| Super Petunia                                     | Vista Fuchsia                 | 2              | 45                     | 90   |                   |       |
| Tidal Wave Petunia                                | Red Valor                     | 2              | 45                     | 90   |                   |       |
| Swedish Ivy                                       | Variegated                    | 2              | 45                     | 90   |                   |       |
| Sweet Potato Vines                                | Sweet Caroline<br>Light Green | 2              | 45                     | 90   |                   |       |
| 24" Spike   | Dracaena                      | 1              | 45                     | 45   |                   |       |
| Soil, Potting, Fertilizing and Labour per Planter |                               |                | 45                     | @  | Planter =         |       |
|   |                               |                |                        |  | <b>Subtotal A</b> |       |


**B - Barrier Planter - Concrete 24" x 72" X 32 H**

| Name of Plant                                     | State Variety              | Plants per Pot | # of Rectangular planters | Total # of plants (# of plants per barrel x # of planters) | Unit Price        | Total |
|---|----------------------------|----------------|---------------------------|--|-------------------|-------|
| Lantana   | Pink/yellow                | 4              | 15                        | 60   |                   |       |
| Super Petunia                                     | Vista Fuchsia              | 4              | 15                        | 60   |                   |       |
| Tidal Wave  | Red Valor                  | 4              | 15                        | 60   |                   |       |
| Swedish Ivy                                       | Variegated                 | 4              | 15                        | 60   |                   |       |
| Sweet Potato Vines                                | Sweet Caroline Light Green | 4              | 15                        | 60   |                   |       |
| 24" Tall Spikes                                   | Dracaena                   | 2              | 15                        | 30   |                   |       |
| Soil, Potting, Fertilizing and Labour per Planter |                            |                |                           | 15 @   | Planter =         |       |
|   |                            |                |                           |  | <b>Subtotal B</b> |       |



### C - Self-Watering Square Planter 36" L X 36" L X 30" H

(Water Reservoir 14 Gallons)

| Name of Plant                                     | State Variety                 | Plants per Pot | # of Rectangular planters | Total # of plants (# of plants per barrel x # of planters) | Unit Price        | Total |
|---|-------------------------------|----------------|---------------------------|--|-------------------|-------|
| Lantana   | Pink/Yellow                   | 2              | 34                        | 68   |                   |       |
| Tidal Wave Petunia                                | Velour Red                    | 2              | 34                        | 68   |                   |       |
| Super Petunia                                     | Vista Fuchsia                 | 2              | 34                        | 68   |                   |       |
| Sweet Potato Vines                                | Sweet Caroline<br>Light Green | 2              | 34                        | 68   |                   |       |
| 24" Tall Spikes                                   | Dracaena                      | 1              | 34                        | 34   |                   |       |
| Soil, Potting, Fertilizing and Labour per Planter |                               |                | 34                        | 34 @   | Planter =         |       |
|   |                               |                |                           |  | <b>Subtotal C</b> |       |



### D - Self-Watering Rectangle Planter 54" L X 26" W X 21"H

(Water Reservoir 55 Gallons)

| Name of Plant                                     | State Variety              | Plants per Pot | # of Square planters | Total # of plants (# of plants per barrel x # of planters) | Unit Price        | Total |
|---|----------------------------|----------------|----------------------|--|-------------------|-------|
| Lantana   | Pink/Yellow                | 3              | 14                   | 42   |                   |       |
| Tidal Wave Petunia                                | Velour Red                 | 3              | 14                   | 42   |                   |       |
| Super Petunia                                     | Vista Fuchsia              | 3              | 14                   | 42   |                   |       |
| Swedish Ivy                                       | Variegated                 | 3              | 14                   | 42   |                   |       |
| Sweet Potato Vines                                | Sweet Caroline Light Green | 3              | 14                   | 42   |                   |       |
| 24" Tall Spikes                                   | Dracaena                   | 1              | 14                   | 14   |                   |       |
| Soil, Potting, Fertilizing and labour per Planter |                            |                | 14                   | @  | /Planter =        |       |
|   |                            |                |                      |  | <b>Subtotal D</b> |       |

### E - Miners Memorial Park - 2 Concrete Horseshoe Shaped Planters

| Name of Plant                                     | State Variety        | Plants per planter | Number of Planters | Total number of plants | Unit Price        | Total Cost |
|---|----------------------|--------------------|--------------------|------------------------|-------------------|------------|
| Petunia-Striped                                   | Red/Yellow           | 6                  | 2                  | 12                     |                   |            |
| Dianthus  | Super Trooper Orange | 6                  | 2                  | 12                     |                   |            |
| Sweet Potato Vine                                 | Light Green          | 6                  | 2                  | 12                     |                   |            |
| 24" Spikes  | Dracaena             | 6                  | 2                  | 12                     |                   |            |
| Soil, Potting, Fertilizing and labour per Planter |                      |                    |                    |                        |                   |            |
|   |                      |                    |                    |                        | <b>Subtotal E</b> |            |

**F - Nine (9) Planters 15" x 15" X 32 H - Badlands Community Facility**

| <b>Name of Plant</b>                              | <b>State Variety</b> | <b>Plants per planter</b> | <b>Number of Planters</b> | <b>Total number of plants</b> | <b>Unit Price</b> | <b>Total Cost</b> |
|---|----------------------|---------------------------|---------------------------|-------------------------------|-------------------|-------------------|
| Petunia-Striped                                   | Red/Yellow           | 2                         | 9                         | 18                            |                   |                   |
| Sweet Potato Vine                                 | Purple               | 2                         | 9                         | 18                            |                   |                   |
| Sweet Potato Vine                                 | Light Green          | 2                         | 9                         | 18                            |                   |                   |
| Super Petunia                                     | Vista Fuchsia        | 2                         | 9                         | 18                            |                   |                   |
| 24" Spike   | Dracaena             | 1                         | 9                         | 9                             |                   |                   |
| Soil, Potting, Fertilizing and labour per Planter |                      |                           | 9                         |                               |                   |                   |
|   |                      |                           |                           |                               | <b>Subtotal F</b> |                   |

**G – 12 @ 18” Diameter Hanging Baskets – (Town will hang baskets)**

| <b>Name of Plant</b>                                  | <b>State Variety</b>          | <b>Plants per Basket</b> | <b>Number of Planters</b> | <b>Total Number of Plants</b> | <b>Unit Price</b> | <b>Total Cost</b> |
|---|-------------------------------|--------------------------|---------------------------|-------------------------------|-------------------|-------------------|
| Supply Hanging Basket c/w Potting soil and Fertilizer | 18-inch Diameter with Hangers |                          | 12                        |                               |                   |                   |
| Petunia - Striped                                     | Red/Yellow                    | 3                        | 12                        | 36                            |                   |                   |
| Sweet Potato Vine                                     | Purple                        | 2                        | 12                        | 24                            |                   |                   |
| Sweet Potato Vine                                     | Light Green                   | 2                        | 12                        | 24                            |                   |                   |
|   |                               |                          |                           |                               | <b>Subtotal G</b> |                   |

| <b>Pricing Schedule</b> |                       |
|-------------------------|-----------------------|
| <b>Section</b>          | <b>Subtotal Price</b> |
| A                       | \$                    |
| B                       | \$                    |
| C                       | \$                    |
| D                       | \$                    |
| E                       | \$                    |
| F                       | \$                    |
| G                       | \$                    |
| <b>Total Price</b>      | <b>\$</b>             |

Please enter Total Price above in Section #2 of RFQ